



HCS/CC-041
New (12/09)

Early Childhood Services Bureau
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YIKES.

Emergency Response

TO BE USED IN CASE OF AN EMERGENCY

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EMERGENCY NUMBERS		
NAME/COMPANY	CONTACT/TOWN	TELEPHONE NUMBER
FIRE		911
POLICE		911
AMBULANCE		911
POISON CONTROL		
HOSPITAL		
Health Consultant		
Oil Company		
Gas Company		
Electric Company		
Water Company		
Electrician		
Plumber		
Snow Removal		
Child Protective Services		
State Licensing		
Stress Counselor		
Out of town emergency contact		
Relocation site		

STAFF CALL DOWN TELEPHONE ROSTER		
NAME	TITLE	TELEPHONE NUMBER(S)

CALLING TREE—who I call		
NAME	TITLE	TELEPHONE NUMBER(S)

REMAIN CALM

Implement Safe-Place Plan

Call 911 or Emergency Number _____

Follow Directions from emergency personnel

Emergency Closing Plan

BEFORE OPEN PROCEDURE

How I will make the decision to close:

I will make the decision to close by _____ o'clock

How I will let staff know:

How I will let parents know:

How I will make the decision when to re-open:

AFTER OPEN PROCEDURE

How I will make the decision to close:

How I will let staff know:

How I will let parents know:

How I will make the decision when to re-open:

REMAIN CALM

Monitor on weather radio.

Assess danger at your location.

Implement your Shelter-In-Place Plan or Emergency Closing Plan, if needed.

Stay inside until local officials determine it is safe to leave.

Contamination

Shelter-in-Place Procedure

Seal Room

Close and lock all the doors and windows to the outside.

Turn off all heating systems by _____

Turn off all air conditioners and switch intakes to the closed position by

Turn off exhaust fans in _____ by _____

Seal gaps around window-type air conditioners in _____

Close all fireplace dampers by _____

Supplies for sealing out air located _____

Use tape and plastic food wrapping, wax paper or aluminum wrap to cover and seal fireplaces, bathroom exhaust and grilles, range vents, dryer vents, and other openings to the outdoors to the extent possible.

Seal any obvious gaps around external windows and doors.

Close the drapes, curtains or shades for additional protection.

Wash the inside air

Water and cloths located _____

If the vapors begin to bother the staff and children, hold wet cloths or handkerchiefs over the nose and mouth.

Access Emergency Supplies for snacks and activities, if needed.

STAY CALM

Record Threatening Call as accurately as possible;

- ✓ Write down exact words used, if possible
- ✓ Note Caller ID if available
- ✓ Caller Characteristics (i.e. gender, age, accents)

Call 911 or emergency number _____

Follow Directions From Emergency Personnel

Safe Place Plan

Safe-Place from intruder _____

Safe-Place from sever weather _____

Safe-Place from _____ **:** _____

Lock doors and windows.

Close drapes, curtains, shades.

Call 911 or emergency number _____

Follow instructions from emergency personnel

Access emergency supplies for snacks or activities, if needed.

STAY CALM

DO NOT MOVE OBJECT

Isolate any person who touched the object; have them wash skin thoroughly with soap and water

Implement Evacuation Plan

Call 911 or emergency number _____

Follow Directions From Emergency Personnel

Relocation Plan

Neighborhood Site

Address _____
Contact Name _____
Phone _____
Access Information: _____

Out-of-neighborhood Site

Address _____
Contact Name _____
Phone _____
Access Information: _____

Emergency Transportation Plan:

Special Considerations for Transportation:

STAY CALM

Assess injuries (triage)

Provide life-saving first aid

Call 911 or emergency number _____

Follow instructions from emergency personnel

Continue providing first aid until assistance arrives

Implement emergency closing, evacuation, and/or relocation plans,
if needed

For first aid guidelines, please refer to the Montana licensing regulation 37.95.183

Evacuation Plan

Grab Emergency Backpack

Leave room by _____

Responsibilities:

Gather at _____

Take Attendance

STAY CALM

Take Cover to protect from falling objects

*Drop, cover & hold on

Implement Evacuation Plan if necessary

(building safety is in question)

Gather staff and children and take attendance

Assess for medical injuries and facilities damage

Call 911 if Emergency services are needed (injury, fire, police)

Implement Relocation or Emergency Closing Plan, if needed.

STAY CALM

Locate Emergency Supplies

Implement Evacuation Plan, if gas smell or other safety hazard is present inside

OR

Implement Shelter-In-Place or Safe Place, if gas smell or other safety hazard is present outside.

Call 911 or emergency number _____, if in immediate danger.

Call Utility Provider to report outage (see numbers on emergency phone list).

Implement Emergency Closing Plan or Relocation Plan if unable to stay in the building till normal closing.

STAY CALM

Monitor announcement of severe weather or flood warnings on weather radio.

Assess danger to your location

Implement Emergency Closing Plan, if necessary

Call Emergency Numbers, if immediate aid is needed

Implement Evacuation or Safe Place Plan, if necessary

Implement Relocation Plan, if needed

STAY CALM

Structure Fire

Monitor for smoke alarm, smoke or flames

Implement Evacuation Plan

Follow the directions from emergency personnel

Implement emergency closing or relocation plans, if needed

Wildfires

Monitor announcements of wildfires on weather radio

Assess danger to your location of urban or wildfires

Implement Emergency Closing Plan, if necessary

Call Emergency Numbers if immediate aid is needed

Implement Evacuation or Shelter-In-Place Plan, if needed

Implement Relocation Plan, if needed